



UNITED STATES DISTRICT COURT

Northern District of Illinois, Chicago

Human Resources Office, Room 1574
219 South Dearborn Street, Chicago, Illinois 60604
www.ilnd.uscourts.gov

NOTICE OF POSITION VACANCY

Date:	October 20, 2016	Grade Range:	CL 24-01 to CL 26-61
Job Announcement No.:	2017-5	Salary Range:	\$38,910 - \$76,902
No. of Vacancies:	One	Closing Date:	November 3, 2016
Position Title:	Financial Specialist I		

Looking to start a rewarding career that includes great benefits and a strong training program? If this sounds appealing to you, the Court is now accepting applications for a Financial Specialist I. Serious consideration will be given to those who apply via the U.S. District Court website. To apply please see "Notice to Applicants" listed below.

POSITION OVERVIEW

The United States District Court for the Northern District of Illinois is currently seeking applicants for a Financial Specialist I. This position provides support to the financial operations of the Court by applying skill and knowledge in accounting-related functions. This position is located in the office of the Clerk of the Court in downtown Chicago and reports directly to the Financial Administrator.

POSITION DUTIES AND RESPONSIBILITIES

- Administering and overseeing the daily operations of fiscal accounts
- Maintaining and analyzing accounting records consisting of a cash receipts journal, registry fund, deposit fund, and subsidiary ledgers for allotments and other fiscal records
- Developing and maintaining a system to provide for appropriate investment of registry funds
- Developing procedural manuals for financial procedures in the court
- Reviewing vouchers, including travel, for accuracy and adherence to Judicial regulations related to various expenses incurred by the court and court staff for appropriateness of payment
- Interpreting court orders and processing the appropriate financial transactions
- Disbursing funds to pay various bills
- Auditing vouchers, performing data entry, and providing assistance for users in the Criminal Justice Act (CJA) System.
- Developing a system of internal controls which relate to fiscal functions
- Preparing and analyzing a variety of reports for the Clerk's office, the Administrative Office, and various outside agencies
- Drafting orders of payment and/or deposit for approval
- Communicate professionally and effectively with Judges, Court staff, other judicial agencies, attorneys, and the public responding to questions and inquiries on financial matters dealing with the District Court
- Perform other duties as assigned

JOB REQUIREMENTS AND QUALIFICATIONS

- A successful candidate must have thorough knowledge of accounting, bookkeeping, ledger, journal, and financial procedures
- Ability to analyze and understand financial operations and develop recommendations for improvements
- Knowledge of accounting terminology and the ability to apply a body of rules and regulations to appropriate accounting functions
- Strong communication skills (oral and written)
- Ability to prepare reports on spreadsheet software is desirable
- Knowledge of computer accounting software is desirable
- Bachelor's degree in accounting, finance or business is desirable
- Familiarity with Excel and Word is desirable

COMPENSATION

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. To qualify at CL 24, applicants must have one year of specialized experience equivalent to work at a CL 23. To qualify at CL 25, applicants must have one year of specialized experience equivalent to work at a CL 24. To qualify at CL 26, applicants must have one year of specialized experience equivalent to work at a CL 25.

Specialized Experience: Progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices and principles of financial administration and/or accounting; and involved the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, spreadsheets or databases.

EMPLOYEE BENEFITS

The United States District Court offers a generous benefits package to full-time, permanent employees, which includes:

10 Paid Federal Holidays

13 Days Paid Vacation (per year for the first three years)

20 Days Paid Vacation (after three years)

26 Days Paid Vacation (after fifteen years)

13 Days Paid Sick Leave

Medical, Dental, Vision Coverage

Life Insurance

Thrift Savings Plan with matching funds (401k & Roth 401k style)

Participation in Federal Employees Retirement System (FERS-FRAE)

(Benefits continued on the next page)

Health, Dependent, & Parking Reimbursement Programs

Public Transit Subsidy Program

Long-Term Care Insurance

Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees

Access to an Infant Care and Toddler Care Center (onsite and near the building), and a Fitness Center (onsite) at a subsidized rate

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Further details regarding Federal benefits may be viewed at:

<http://www.ilnd.uscourts.gov/Pages.aspx?page=benefits>

NOTICE TO APPLICANTS

Serious consideration will be given to those who apply via the U.S. District Court, Northern District of Illinois website by providing a cover letter, resume, and application. Job announcements and employment applications may be obtained by visiting our web site at:

<http://www.ilnd.uscourts.gov/Pages.aspx?ovGPv5hNkHK6wjSsfLIOTQ==>

Please send your cover letter, application, and resume in a single pdf to:

human_resources_ilnd@ilnd.uscourts.gov or fax to: 312-554-8674. **Application materials must be received by the Human Resources Department by Thursday, November 3, 2016.**

Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Prior to appointment, the finalist candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. Applicants must be U.S. citizens or eligible to work in the United States.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.